

**Enclosure VII.**

**SPECIAL GRANT PROVISIONS**

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## SPECIAL GRANT PROVISIONS

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### I. GRANT AMOUNT

- A. The total amount of funds approved for this grant is allocated to the Disabled Veterans' Outreach Program (DVOP) and the Local Veterans' Employment Representative (LVER) through incremental funding annually as follows:

Fiscal Year: 1998

DVOP	\$ _____
LVER	\$ _____

- B. Availability of Fiscal Year 1998 funds is subject to: (1) Congressional action on the United States Department of Labor (USDOL) appropriation; and (2) an approved State Fiscal Operating Plan (SFOP) for fiscal year (FY) 1998. Allowable costs may be incurred only up to the limit of the most recent Notification of Obligational Authority issued to the grantee.
- C. The United States Code (U.S.C.) requires that funds used to operate the programs be separately identified. Therefore, costs attributable to a specific program (DVOP or LVER) may be charged only to the funds available to that respective program. Except to correct mischarges, neither costs nor funds may be moved between the two programs or to any other program operated by the grantee. In the event the grantee incurs costs for either program in excess of the amount available for that program, such excess will be borne by the grantee. Funds available will be expended in accordance with the approved "DVOP/LVER SFOP."
- D. Should the funds awarded be considered insufficient to maintain approved staffing levels, the grantee will staff the maximum number supportable, as directed the ASVET.

### II. SCOPE: (Statement of Work)

The grantee is to provide direct employment and training-related services and provide supportive services for veterans as required under Title 38, Chapter 41, United States Code (U.S.C.), and as required through the DVOP and the LVER programs and as set forth in this statement of work or through guidance issued by the Assistant Secretary of Labor for Veterans' Employment and Training (ASVET). Performance of this effort will be in accordance with the grantee's application and all other terms and conditions of this grant, applicable statutes and regulations, and ASVET policy directives.

#### A. Program Requirements for DVOP

1. DVOP Specialists are assigned or appointed only after consultation with the Director for Veterans' Employment and Training (DVET). DVOP Specialists must be service-connected disabled veterans. Exceptions to this policy can only be approved by the ASVET.

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DVOP Specialists are appointed as permanent full time employees, pending successful completion of any required probationary period, are compensated at rates comparable to those paid other professionals performing essentially similar duties, and are affected by State reductions-in-force (retention and recall), only under the circumstances described by the ASVET in the Veterans' Program Letter (VPL) 10-89; as summarized below;

In a reduction-in-force (RIF), full-time employees duly appointed by a State merit/civil service system in DVOP Specialist positions can only be displaced by more senior employees of the same or higher veterans' priority group.

If qualified, such senior individuals may assume the DVOP Specialist positions following consultation with the DVET.

2. DVOP Specialists are appointed as individual full-time staff in addition to, and do not supplant the duties of the LVER staff in Service Delivery Points (SDPs) or other offices fulfilling the public Labor Exchange Delivery System (LEDS) function. Further, the assignment of an LVER or DVOP Specialist to a LEDS office does not relieve other LEDS staff of their requirement to provide priority services to veterans.

The service delivery point at which the DVOP Specialist is located will screen veterans to determine their level of need and whether the DVOP Specialist is the most appropriate professional to provide the desired assistance. This triage approach is designed to screen for those disadvantaged veterans who are in most need of facilitated labor-exchange services provided for the office by the DVOP Specialist using a case management approach to the delivery of services.

3. DVOP Specialists serve only eligible veterans and other eligible persons with priority and maximum emphasis provided to the identified target groups in accordance with the provisions of Title 38, U.S.C., Chapter 41, Section 4103A(a) and (b), and will be assigned the duties identified at 38 U.S.C. 4103A(c) or as interpreted and directed by the Assistant Secretary.
4. To maximize the entry of target veterans' populations (minority, disabled veterans, female, recently separated military, homeless, economically disadvantaged veterans) experiencing the greatest incidence of unemployment in meaningful employment and to maximize successful completion by these veterans in federally funded training programs (*e.g.*, VA vocational rehabilitation, JTPA), DVOP Specialists are to apply the case management approach for which training was provided through the National Veterans' Training Institute (NVTI).

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5. In accordance with Section 4103A(b)(2), one-fourth (25%) of the collective DVOP Specialists' weekly time allocated to a State is designated for work locations other than in Job Services offices, unless a written waiver approval is in effect provided by the OASVET through the Regional Administrator for Veterans' Employment and Training (RAVET). A waiver approval, generally in the form of a letter from the RAVET or a signed grant award document, allows the number of staff without stationed responsibilities to be 20% based upon aggregate weekly work hours and not calculated in terms of individuals assigned.

Such DVOP staff are stationed in locations established by National and Statewide agreements with the Department of Veterans Affairs (VA) to include centers which provide vocational readjustment and counseling (VR&C) primarily, veterans' assistance offices, VA Vet Centers, and/or other sites as may be determined to be appropriate based upon demonstrated need following consultation with and approval of the DVET and consultation with the appropriate representatives from the VA.

VPL 7-95, issued September 1, 1995, provides policy and guidance for the implementation of a Memorandum of Understanding (MOU) between the VA's VR&C and USDOL/VETS. DVOP Specialists must be actively engaged in efforts to ensure the successful implementation of the provisions of this VPL at the local level. Identifying, tracking, providing case management services and intensive individualized job development for VR&C clients by DVOP Specialists are vital to this initiative.

The VA must first agree that all potentially productive VA sites are fully staffed before DVOP Specialists can be assigned to other sites. A written letter of agreement from an authorized VA official or a statement reflecting VA concurrence in the DVET's memorandum transmitting the SESA's grant request to the RAVET is sufficient to permit additional non-VA site assignments. Such non-VA sites at which DVOP Specialists may be stationed include, but are not limited to:

- a. Transition Assistance Program (TAP) sites, military installations and military hospitals which separate active military personnel. In conjunction with a Joint USDOL/Department of Defense (DOD)/VA initiative Veterans' and Disabled Veterans' Transition Assistance Program (DTAP), DVOP Specialists assist "to furnish employment and training information and services to members of the Armed Forces within 180 days before such members are separated from the Armed Forces' military installations or hospitals" as designated by the ASVET.

The ASVET, through the RAVET, may approve such activity for members of the Armed Forces as determined appropriate by the

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ASVET. Only guidance and information may be provided to these military service members prior to actual separation. Priority will be given by DVOP Specialists to serving those service members receiving disability discharges through cooperation with Physical Evaluation Board Liaison Officers.

State Employment Security Agencies (SESAs) will provide DVOP/LVER staff to facilitate workshops at all TAP sites in their States. In States where a sufficient number of TAP sites and potential workload exist, up to 5 percent of DVOP/LVER staff time must be charged to fulfill this commitment. In States where more than 5 percent aggregate time charges will be necessary, due to the size and number of the TAP programs offered, DVETs shall be consulted to determine if additional DVOP/LVER resources that exceed 5 percent will have an impact on the provision of services to veterans and other eligibles in that State.

DVETs can make recommendations to the National Office for TAP contractor supplementation if the 5 percent level is exceeded. RAVETs will not waive the 25% outstation requirements in those States where DVOP and LVER staff are not fully utilized to provide and facilitate TAP workshops when a level of need has been identified to the DVET.

- b. SDA offices or other such offices operated with JTPA funds.
  - c. Project locations providing services to homeless veterans.
  - d. State or County Veterans' Service offices; Local government offices (Town Halls or Libraries with suitable office facilities).
  - e. One-Stop Career Centers and Non-profit community-based organization offices established to provide services to veterans.
- 6. Explanations will be provided by the grantee to the RAVET through the DVET for any DVOP Specialist vacancies that remain unfilled after **sixty (60)** calendar days. The RAVET will determine if any remedial actions will be required based upon the grantee's justification. DVOP Specialist vacancies may result in the loss of those funds which would have been expended if the position had been filled during that time.
  - 7. Grantees will be required to fill the number of positions stated on the approved SFOP unless insufficient funds are provided by the grantor to support the approved level.
  - 8. The grantee will develop and apply standards for statewide services to veterans in accordance with 20 CFR 1001.120 and set individual

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performance standards for each DVOP Specialist, in consultation with the DVET, and in accordance with Title 38, U.S.C., Section 4104A. During the grant period, the DVET will monitor the redevelopment and reapplication of such standards in accordance with that section.

9. In accordance with 38 U.S.C. Section 4102A (b) (5), the ASVET makes “available for use in each State, directly or by grant or contract, such funds as may be necessary.... to support the reasonable expenses of such specialists and representatives [DVOP/LVER] for training, travel, supplies, and fringe benefits, including travel expenses and per diem for attendance at the National Veterans’ Employment and Training Services Institute [NVTI] established under 4109 of this Title;”

State directives or State imposed travel restrictions do not supercede Federal law. Funds provided to all DVOP/LVER grantees in support of program-related travel and scheduled training will be used for staff capacity building through attendance at the NVTI. Such funds will be used for travel and per diem expenses of those grant-funded staff identified for training, unless the State and the DVET determine that NVTI contract trainers can provide off-site training more efficiently within the State.

10. As part of the functional supervisor role of the DVET, the SESA/Grantee must recognize the importance of direct communication between the DVOP/ LVER staff and DVET and shall not inhibit any communication.

### **B. Program Requirements for LVER**

1. The supportable number of Local Veterans' Employment Representatives are assigned to local employment service offices based upon the following criteria:
  - a. Each service delivery point or local office which had at least 1,100 eligible veterans and other eligible persons registered for assistance in the previous Program Year will have one full-time LVER assigned;
  - b. One additional full-time (not half-time) LVER is assigned for each 1,500 eligible veterans and eligible persons registered above 1,100; and
  - c. One half-time LVER is assigned to each service delivery point or local office at which at least 350 but less than 1,100 eligible veterans and eligible persons registered for assistance.
2. Full-time and half-time LVER staff are assigned or appointed only after consultation with the DVET and in the below order of preference (VPL 10-89):

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- a. Qualified service-connected disabled veterans;
  - b. Qualified eligible veterans; and then
  - c. Qualified eligible persons (38 U.S.C. 4101 (5)).
3. The grantee requires the head of each service delivery point, regardless of the assignment of any LVER, to be responsible for ensuring compliance with all grant provisions and to provide the required priority service to veterans and priority of referral of veterans to federal contractors at no cost to this grant.
  4. The LVER positions are assigned in addition to and do not supplant any Disabled Veterans' Outreach Program Specialist (DVOP) positions assigned. Further, the assignment of an LVER or DVOP Specialist to a LEDS office does not relieve other LEDS staff of their requirement to provide priority services to veterans.

The service delivery point will screen veterans to determine their level of need and whether the LVER is the most appropriate professional to provide the desired assistance. This triage approach is designed to screen for those veterans who either specifically ask to see the LVER, are among the population targeted for intensive services (minority, disabled veterans, female, recently separated military, economically disadvantaged, homeless veterans) and are experiencing greatest incidence of unemployment or who are otherwise in need of the type of case management services being provided for veterans by the LVER.

5. Grantees will be required to fill the number of positions stated on the approved SFOP unless insufficient funds are provided by the grantor to support the approved level.
6. Explanations will be provided by the grantee to the RAVET through the DVET for any LVER staff vacancies that remain unfilled after **sixty (60)** calendar days. The RAVET will determine if any remedial actions will be recommended based upon the grantees justification. Extended LVER staff vacancies may result in the loss of those funds which would have been expended if the position had been filled during that time.
7. In a reduction-in-force (RIF), full-time employees duly appointed to a State merit/civil service system LVER title can only be displaced by more senior employees of the same or higher veterans' priority group, as provided in paragraph B. 2; above. If qualified, that individual may assume the LVER position after consultation with the DVET.

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However, when any LVER serving on a half-time basis or an employee who was assigned LVER duties on a full-time basis without the distinct civil service title is displaced in a RIF or similar action, the LVER position immediately becomes vacant.

The displacing individual does not necessarily become the designated LVER. The process for filling any vacant LVER position must then be followed until a qualified current or newly hired employee of the highest possible veterans' preference level to include interested available qualified DVOP Specialists is selected, following DVET consultation.

8. LVER staff are assigned to perform only those duties directly related to discharging the duties prescribed in 38 U.S.C. 4104 (b), chief among which is to functionally supervise the provision of services to veterans by local employment service office staff; including and not limited to, providing/facilitating case management services to target eligible veterans with emphasis on VA VR&C, and/or other veterans requiring intensive services using a case management approach, and monitoring Federal Contractor job listings through the most technologically advanced means available (i.e., America's Job Bank), and providing priority referrals to such openings.
9. LVERs may be assigned to provide service at TAP/DTAP sites. The LVER may furnish employment and training information and services to members of the Armed Forces within 180 days before such members are separated from the Armed Forces' military installations or hospitals pre-designated by the ASVET.

In States where a sufficient number of TAP sites and potential workload exist, up to 5 percent of DVOP/LVER staff time must be charged to fulfill this commitment. In States where more than 5 percent aggregate time charges will be necessary, due to the size and number of the TAP programs offered, DVETs shall be consulted to determine if additional DVOP/LVER resources that exceed 5 percent will have an impact on the provision of services to veterans and other eligibles in that State.

DVETs can make recommendations to the National Office for TAP contractor supplementation if the 5 percent level is exceeded.

10. One LVER position may be assigned to the central office to provide functional supervision over the States' veterans' programs.

The LVER will provide at the statewide level those local office duties and responsibilities which are applicable and beneficial to the support of DVOP/LVER staff resources such functional supervisory activities should include at a minimum:



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- (a) Identifying staff training need and the means to satisfy those needs;
  - (b) LVER Quarterly Report reviews, to include analysis of statewide activities (successes and perceived barriers to effective service delivery) and activity reports;
  - (c) Statewide oversight of the identification and maintenance of the statewide federal contractor database using the best available technology and software tools supplied by VETS; and
  - (d) Assisting management to effect resolution to problem areas identified by local assessments or evaluations of services to veterans and efficiencies evident in performance standards in accordance with 20 CFR 101.120 et seq.
11. VPL 7-95, issued September 1, 1995, provides policy and guidance for the implementation of a MOU between the VA's VR&C and USDOL/VETS. LVERs must be actively engaged in efforts to ensure the successful implementation of the provisions of the VPL at the local level. LVER staff identify, track, and provide case management services and intensive individualized job development for VR&C clients.
12. In accordance with 38 U.S.C. Section 4102A (b) (5), the ASVET makes "available for use in each State, directly or by grant or contract, such funds as may be necessary.... to support the reasonable expenses of such specialists and representatives [DVOP/LVER] for training, travel, supplies, and fringe benefits, including travel expenses and per diem for attendance at the National Veterans' Employment and Training Services Institute [NVTI] established under 4109 of this Title;"
- State directives or State imposed travel restrictions do not supercede Federal law. Funds provided to all DVOP/LVER grantees in support of program-related travel and scheduled training will be used for staff capacity building through attendance at the NVTI. Such funds will be used for travel and per diem expenses of those grant-funded staff identified for training, unless the State and the DVET determine that NVTI contract trainers can provide off-site training more efficiently within the State.
13. As part of the functional supervisor role of the DVET, the SESA/Grantee must recognize the importance of direct communication between the DVOP/ LVER staff and DVET and shall not inhibit any communication.
14. The grantee will develop and apply individual performance standards for each LVER assigned, in consultation with the DVET, and in accordance with 38 U.S.C. 4104A. During the grant period, the DVET will monitor the State's redevelopment and reapplication of such standards in accordance with section 4104A.

### **III. STATUTORY REQUIREMENTS FOR SERVICE PRIORITIES**

#### **COMPLIANCE WITH TITLE 38, U.S.C.**

As recipient of funds provided pursuant to Title 38, U.S.C., compliance shall be maintained with all applicable statutory provisions and regulations pursuant to Chapter 41 and 42. The grantee will ensure all of its SDPs provide priority services to disabled veterans and veterans of the Vietnam-era in the provision of ALL labor exchange services and specifically, when making referrals to job openings and training opportunities, shall observe the following order of priority:

1. Special disabled veterans;
2. Vietnam-Era Veterans;
3. Disabled veterans other than special disabled veterans;
4. All other veterans and eligible persons; and
5. Non-veterans.

### **IV. PAYMENTS UNDER THE GRANT**

Advances/reimbursements will be made by the U.S. Department of Health and Human Services Payment Management System (HHS/PMS) via personal computer with SMARTLINK capability. Although payments will be made against a single HHS account, the amount of funds requested for each program must be specified and requested separately for DVOP and LVER. When approved, requests for funds will be transferred electronically to the State's financial institution as arranged with HHS. A revised direct deposit form must be submitted whenever there are changes in financial institutions and/or approved signatures.

**NOTE:** Payments may be delayed or withheld if States fail to submit timely financial reports, if vacancies remain unfilled without adequate justification, or if excessive administrative overhead charges remain unexplained or are inadequately justified in accordance with Section V.B. of these provisions.

- A. The amounts requested (separately) will be based on actual, immediate cash needs in order to minimize Federal cash on hand in accordance with policies established in 31 CFR Part 205, (Treasury Department Circular 1075.)
- B. The timing and amount of advances will be as close as is administratively feasible to actual disbursements by the grantee for all direct and allowable indirect program costs.
- C. The HHS/PMS will not permit draw downs which exceed quarterly Notification of Obligation Authority (NOA). If, after the recapture of funds, the State has drawn down an amount greater than the most recent NOA, then the amount will be subject to penalty interest upon repayment of the amount established by the

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USDOL. Draw down amounts will in no case exceed the amounts on the most recent NOA.

- D. Attempts to draw down funds will not be made prior to the first day of the fiscal year quarter for which funds are made available through an NOA.
- E. The grantee will report quarterly all funds received through SMARTLINK transfer for advance or reimbursement separately for DVOP and for LVER on an HHS/PMS 272, Federal Cash Transactions Report (see VII. B.1., below). This form must be completed and submitted electronically or as directed, quarterly before further drawdowns can take place.

**NOTE: Only assigned DVOP and LVER staff may charge PS+PB against the grant funds.**

### V. **REPORTING REQUIREMENTS (20 CFR 1001.122(b) and 1001.140 - OMB Approval number 1205-0240)**

#### A. IDENTIFICATION

All reports and related correspondence must be identified by the applicable federal grant number (e.g. E-9-8-5-50xx) and State appearing on the Notice of Grant Award. Financial documents must also bear the DVOP and/or LVER Document Control number assigned to the State by the RAVET.

#### B. FINANCIAL STATUS REPORTS

- 1. The grantee will report on a quarterly basis all payments received under these grants through submission of HHS/PMS 272, Federal Cash Transaction Report, (OMB Approved 0990-0078) separately prepared for DVOP and for LVER. An electronic copy of the form will be completed and submitted to HHS or an original HHS/PMS 272 will be signed dated and returned to the following address, with a copy to the DVET within fifteen (15) days of receipt from HHS:

Department of Health and Human Services  
Division of Federal Assistance Financing  
P.O. Box 6021  
Rockville, MD 20852

- 2. Separate VETS 300 Cost Accounting Report (OMB Approval No. 1205-0240) for the DVOP and LVER programs shall be submitted to the DVET and the Grant Officer quarterly not later than thirty calendar days after the end of each federal fiscal year quarter reporting period. Any grantee that intends to participate in the pilot Employment and Training Administration

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(ETA) cost distribution system must receive approval of their proposed plan.

- a. Each VETS 300 report shall be submitted to the DVET and shall include a cover memorandum which contains an analysis and explanation of the following:
  - 1.) Any deviations from the five year average percentage of Personal Services (PS)+Personnel Benefits (PB) to total costs and the percentage of PS+PB to total actual expenditures must be justified in the Technical Performance Narrative Summary Report. For example, if the approved percentage of PS+PB to total planned cost is 78 percent, the State is required to provide justification for actual PS+PB costs that are less than 78 percent of the total obligations.
  - 2.) Total grant obligations in either program that deviates from the quarterly planned obligations by more than + or - ten percent (10%), including corrective actions taken toward compliance with the State's spending plan.
  - 3.) Any unobligated funds at the end of each quarter will be subject to recapture in accordance with the instructions in the SGA.
- b. Data for the VETS 300 Report may be drawn from Cost Accounting System (CAS) Report 61 or Financial Accounting and Reporting System (FARS) General Accounting Report 15 (GA-15) or other equivalent reports; however, only the approved VETS 300 format supplied by VETS or facsimiles (identical data fields) shall be used.
- c. The VETS 300 Report for DVOP and for LVER submitted by the grantee shall be in the detail and format indicated in the grant application instructions or as required by the most current Veterans' Program Letter on this subject. The Obligation Plan Cumulative (CUM) column will contain amounts planned or as adjusted. The Obligation Plan column and the Total Appropriation Status line will need to be adjusted quarterly to reflect the difference between the approved plan and most recent Notice of Obligation Authority.

The report will be submitted on double-sided, high-density 3½" diskette as an Excel or Lotus 1-2-3 spreadsheet. A hard copy must also be sent directly to both the DVET and the Grant Officer (see D. DISTRIBUTION OF REPORTS on page 15).
- d. Continuous delinquencies in reporting or unexplained or inadequately justified fiscal variances (e.g. administrative overhead cost overruns) may result in recommendations for adverse actions, such as denials or delays in the electronic transfers of funds,

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pending receipt of an explanation or receipt of the required delinquent reports (HHS/PMS 272/VETS-300).

- e. Final adjusted VETS 300 reports reflecting actual obligations/ expenditures during the grant period (Fiscal Year) shall be submitted by the grantee to the DVET and Grant Officer not later than December 31, or March 31 for any State with FY funds carried over into an approved 5th quarter pending annual reauthorization by Congress.
- f. A failure to comply with the above reporting requirements may result in the decision to invoke sanctions at 20 CFR, Part 652, Subpart H and jeopardize all DOL funding received by the grantee.

### C. PERFORMANCE REPORTS

- 1. DVOP and LVER Workload Activity Reports (VETS 200) -- The grantee will provide a DVOP, an LVER, and a unduplicated count (UC) report. The year-to-date reports will provide data on the total applicants served by the DVOP and/or LVER staff by SDP on a Statewide basis.
- 2. Employment Service (ES) Activity Report (ETA 9002)--The grantee will provide quarterly (in accordance with 38 U.S.C. 4107) a copy of the most recently approved ETA 9002 report to the DVET both electronically and in hard copy. Reports for each LESO will be accepted by the DVET where available, and as arranged.
- 3. LVER/Local Office Reports - The grantee will furnish the DVET a copy of each LVER's report, as specified in 38 U.S.C. 4104(c), to the LESO Manager assessing Services to Veterans, prepared at least once per quarter, including, at the least, and analysis of compliance with the Measures of Services pertinent to services to veterans, the quantity and quality of services provided to veterans and eligible persons by the LESO or other such SDP assigned and VR&C service activity as specified in the most recent Veterans' Program Letter on this subject.

In SDPs at which no LVER is assigned, the head of the LESO will be responsible for the availability of such a written report of findings on at least a quarterly basis.

- 4. Technical Performance Narrative Summary Report (DVOP and LVER)
  - a. The grant recipient shall submit, both in hard copy and on diskette, quarterly technical performance narrative reports containing the following information on performance of the DVOP and LVER grant program resources (direct staff, support staff and fiscal):

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- 1) A comparison of actual cumulative year-to-date Statewide accomplishments of program staff (VETS 200 Reports) to the overall agency accomplishments (ETA 9002), goals and negotiated standards or Alternative Measures reports approved for use by the ASVET.
  - 2) Reasons for slippage, if any, of the negotiated Measures of Service were not met; or any deviations in spending which require explanation or justification.
  - 3) An analysis and explanation of any non-veterans served by DVOP staff and full time LVERs, according to an analysis of the VETS-200 reports or other LESO cost center reports (i.e., ESARS L-18 or 22 or D-18 or 22).
  - 4) Analyses and explanations of any staff vacancies that exceed **sixty (60)** days in duration, and corrective actions taken toward compliance with the State's staffing plan.
  - 5) Remedial/Corrective actions taken in response to any monitoring reports submitted by the DVET.
  - 6) Any special activities that may have impacted services to veterans and/or enhanced performance of the DVOP or LVER program staff (i.e., DVOP/LVER Statewide training; special outreach initiatives; newly established and/or success of out-stationed DVOP resources; pilot projects; offices closed in response to State fiscal reductions or staffing consolidation plans or One-Stop Centers established involving staff reassignments/realignments).
- b. An updated DVOP/LVER staffing chart or table shall be attached to the grantee's Technical Performance Narrative Summary Report, to include at the least status changes in DVOP and LVER personnel; new staff appointments and/or assignments; and identification of the DVOP staff in a State (25% of total, unless approved by waiver request to no less than 20%) with designated outstation responsibilities (to include TAP sites).
- c. Technical Performance Narrative Summary Reports and attachments shall be submitted not later than thirty (30) calendar days after the last day of each quarter.

### D. DISTRIBUTION OF REPORTS

1. Within thirty (30) calendar days after the end of the Federal FY quarter, one hard copy of each VETS 200 (including the new VETS 200

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Unduplicated Count) and VETS 300 (separately for DVOP and LVER), a copy of an ETA 9002, and the Technical Performance Narrative Summary Report with required staffing update, shall be electronically submitted (or in hard copy, if necessary) to the Director for Veterans' Employment and Training (DVET), who will provide a copy to the Regional Administrator for Veterans' Employment and Training (RAVET). The RAVET will provide a copy to the Regional Lead Center; who will provide in hard copy to the:

Grant Officer, DVOP/LVER Grants  
Office of Procurement Services  
U.S. Department of Labor, OASAM  
National Capitol Service Center  
200 Constitution Avenue, N.W., Room N-5416  
Washington, D.C. 20210, and

2. The grantee shall arrange to provide the DVET copies of the VETS 200 reports (3) and the ETA 9002 reports on a 3½" double-sided, high-density diskette, as configured through contract with the Employment Security Services Institute (ESSI) for all States. All of the data should be formatted on the disk exactly as it appears on reports formerly submitted on paper. The grantee shall also provide the DVET an electronic VETS 300, Quarterly Cost Accounting Report for DVOP and LVER on a 3½" double-sided, high-density diskette, in either Lotus 1-2-3 or in an Excel format.
3. Copies of the DVOP/LVER staffing chart, each LVER's report to the LESO Manager; VETS 200, VETS 300 and ETA 9002 reports by LESO/SDP will be forwarded to the DVET in the manner arranged at least quarterly within thirty days (30) following the end of each quarter.

## VI. INFORMATION ACCESS

The grantee will provide the RAVET, DVET and designated VETS staff with access to internal State agency reports (including audits), personnel records (including grantee time distribution, travel voucher, personal performance appraisal or standards) and client records (including applicant/employer records, counseling records at local Job Service offices) that relate, in whole or in part, to services provided to veterans and/or eligible persons (20 CFR 1001.122).

## VII. GRANT MANAGEMENT AND MONITORING

- A. The Grant Officer is the designated official who approves, signs and modifies DVOP/LVER grant documents. The Office of the Assistant Secretary for Veterans' Employment and Training, through its field staff located within the State Agency offices and RAVETs located in VETS' regional offices, monitors and adjusts the expenditure of grant funds by States as required by statute (38 U.S.C. 4102A) and regulation (20 CFR Part 1001, Subparts B through D).

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- B. Each DVET serves as the Grant Officer's Technical Representative (GOTR) and functional supervisor of the DVOP/LVER program in each State assigned. Their technical assistance and grants monitoring responsibilities are described by statute (38 U.S.C. 4103). The DVET is authorized to review narrative reports and records, monitor the progress of the grant, negotiate remedial/corrective action regarding potential compliance issues, communicate directly with DVOPs/LVERs and recommend approval or disapproval of technical matters not involving a change in the scope, cost, or conditions of the DVOP/LVER grant.
  
- C. The DVET recommends to the RAVET actions pursuant to unresolved issues of non-compliance, including statutory, regulatory or grant requirements. If such issues remain unresolved, the RAVET may initiate remedial actions which can result in a potential federal funding loss to the grantee, in accordance with the provisions of 20 CFR Part 658, Subpart H, referred to in 20 CFR Part 1001, Subpart D.
  
- D. Requests for actions requiring Grant Officer approval, such as grant modifications for additional funds, budget revisions and requests for purchases of non-expendable personal property exceeding the prescribed limitations per OMB Circular A-102 (29 CFR Part 97), submitted by the grantee to the DVET for review and recommendation must be received by the Grant Officer at least 45 days prior to the end of Fiscal Year, or they may not be considered for approval (see Section II.B. of the General Provisions for Modification Requirements).



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- E. The current USDOL directives which require automated data processing (ADP) equipment to be inventoried by specific grants-in-aid programs will be followed. Each inventory must be identified by State, FY, Grant Number, and:
1. Indicate the name brand, model number and specifications of all equipment;
  2. Identify the actual cost of each component to be purchased or, where competitive bidding must precede such purchases, an upper range estimate of the costs which will not be exceeded;
  3. Identify the number of and job titles for the staff that will utilize and/or benefit from such purchases;
  4. Include all locations in a State that will be receiving or utilizing such equipment. The grantee must assure that only funds equal to the proportion of DVOP/LVER grant staff using such equipment will be charged to the grant. Equipment solely to be used by all or selected grant funded staff must also be so specified.
- F. States approved by the ASVET and Grant Officer to purchase personal computers for Internet connectivity, will provide assurances that:
1. The personal computers (PCs) being procured will be used exclusively by DVOP Specialists and LVER staff, and that the necessary training in their efficient and effective use will be provided as soon after installation as possible.
  2. The PCs shall have internal modems or modem peripherals shall be supplied to permit "real time" Internet access to America's Job Bank (AJB) and Talent Bank to provide for effective file search and job development for veterans through increased access to employer job listings, especially for those openings listed directly on AJB by Federal Contractors; and
  3. All participating States shall report in their quarterly performance narrative reports to the Director for Veterans' Employment and Training assigned to the State the perceived enhancement to staff capacity to serve veterans, and any problems associated with this initiative; and
  4. All such hardware shall be added to the State's inventory in accordance with Section E. above.

## **SPECIAL GRANT PROVISIONS**

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